



**Range: SG-17**

**Exempt**

**Date: August 20, 2004**

## **SENIOR PLANNER**

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

### **DEFINITION**

To perform a variety of advanced professional level planning and possible supervisory work in the support of the Community Development Department. To serve as the primary subject matter specialist in areas of assignment; to review and interpret data and formulate recommendations for current and long-range planning purposes; and to provide information and assistance on planning related matters to the Director of Community Development, other department staff, and the public.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives administrative direction from the Director of Community Development.

1. May exercises direct supervision over technical and support staff.

**ESSENTIAL AND MARGINAL FUNCTION STATEMENTS**—*Essential and other important responsibilities and duties may include, but are not limited to, the following:*

### **Essential Functions:**

1. Participate in the development and implementation of goals, objectives, policies and priorities for assigned planning programs; recommend and administer policies and procedures.
2. Receive and review zoning amendment requests, development proposals, conditional use permit applications and applications for compliance with appropriate ordinances, regulations, and policies.
3. Research, analyze and interpret social, economic, population and land use data and trends; prepare complex written reports and recommendations on various planning matters and elements of the Community Plan.

**Essential Functions (continued):**

4. Research, prepare and present complex reports and recommendations for a variety of commissions, committees and the City Council; make public presentations and recommendations on various aspects of planning services and activities.
5. Answer questions and provide information to the public regarding zoning, land use and the Community Plan.
6. Provide public information and input opportunities including coordination with local citizens groups and community representatives and local and regional agencies; make informational public presentations and evaluate and document citizen input.
7. Coordinate and maintain effective communication with the local media.
8. Participate in the development of the Community Plan; review and evaluate consultant prepared reports and work products; prepare and present Community Plan related programs to various agencies.
9. Compile information, make recommendations and prepare planning reports on special studies pertaining to land use and community development issues and activities.
10. Participate in the development and administration of the Planning section budget; forecast additional funds needed for staffing, equipment, materials, and supplies; monitor expenditures; recommend adjustments as necessary.
11. Participate in the training and continuing development of citizen planners assisting the City as Planning and Zoning Commissioners.
12. Encourage and facilitate environment for building team efforts and problem solving of work related issues by employees.
13. Participate with research, review and drafting of amendments to existing ordinances codes, and as necessary research, review and draft new ordinances and codes for approval by the Planning and Zoning Commissioners and City Council.
14. If placed in a supervisory role-provide leadership, training and direction over technical and support staff; conduct performance evaluations and supervision as required.

### **When assigned to Development Review:**

1. Coordinate City's development review process for new developments and subdivisions; meet with owners, development representatives and area residents regarding proposed developments; post properties with notices; conduct site evaluations and evaluate subject property and proposal; present project to Planning and Zoning Commission and City Council.
2. Review site plans and elevations for new projects; analyze to ensure compliance with City codes and other applicable regulations; coordinate review and input from other agencies and departments; provide comments and required corrections to developers; reevaluate plans after corrections are made.
3. Provide effective project administration and management for the research, evaluation and update of ordinances and amendments relative to the City's Land Development Code.
4. Provide effective project administration and management for the review, analysis, and update of the Sedona Community Plan and other long-range plans and studies.
5. Conduct final inspections of development projects including parking lot, landscaping, outside lighting, mechanical equipment, exterior appearance, and pedestrian access; ensure compliance with approval requirements and building permit.
6. Perform daily planning and zoning functions; answer questions regarding zoning restrictions for realtors, developers, appraisers and the general public; prepare correspondence to reply to questions and inquiries; review tenant improvement plans for zoning compliance.
7. Review and approve land division permits; send all plans and studies to City departments and reviewing agencies; coordinate reviewing agency comments; receive, review and set up files for all development review applications.
8. Perform background research and field investigations subsequent to preparation for staff reports.
9. Prepare staff reports relating to specific redevelopment proposals.

### **Marginal Functions:**

1. Perform a variety of duties including preparing correspondence, memoranda, and other reports; respond to phone calls and resolve difficult and sensitive inquiries and complaints.
2. Attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of planning.
3. Perform related duties and responsibilities as required.

## **QUALIFICATIONS**

### **Knowledge of:**

Principles and practices of urban planning and development.  
Modern principles of comprehensive planning.  
Methods and techniques of site planning and architectural design.  
General building and development practices as related to planning review.  
Modern office procedures, methods and computer equipment.  
Principles and procedures of report preparation and record keeping.  
Pertinent Federal, State and local laws, codes and regulations pertaining to planning and development.  
Current literature, information sources and research techniques in the field of planning.  
Appropriate zoning codes and regulations and their application to comprehensive planning.  
Principles and practices of budget administration and preparation.  
Principles and practices of supervision, training and performance evaluation if assigned in a supervisory capacity.

### **Ability to:**

Work in organized team efforts and assist in problem solving work related issues for continuous improvement in work efforts.  
Encourage and facilitate environment for building team efforts and problem solving of work related issues by employees.  
Ensure necessary training and other technical support for building an environment that encourages teams and continuous improvement.  
Plan, develop, implement and oversee a comprehensive planning and development program.  
Interpret and review planning and zoning programs.  
Independently investigate planning issues and problems.  
Communicate clearly and concisely, both orally and in writing.  
Analyze and compile technical and statistical information.  
Supervise, train and evaluate assigned staff.  
Respond to and resolve difficult and sensitive inquiries and complaints with courtesy and tact.  
Establish and maintain cooperative work relationships with those contacted in the course of work.  
Maintain mental capacity, which allows the capability of making sound decisions and demonstrating intellectual capabilities.  
Maintain effective audio/visual discrimination and perception to the degree necessary for the successful performance of assigned duties.  
Maintain physical condition appropriate to the performance of assigned duties and responsibilities.  
Work effectively with both elected officials and appointed boards of the City.

### **Experience and Training Guidelines**

*Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

#### **Experience:**

Five or six years of highly responsible experience in professional planning. If assigned as supervisor; including one to two years of supervisory experience.

**Training:**

Equivalent to a Bachelors degree from an accredited college or university with major course work in urban planning, public administration or a related field.

**WORKING CONDITIONS**

**Environmental Conditions:**

Office environment; travel from site to site; possible exposure to noise, dust and inclement weather Conditions; working around machinery.

**Physical Conditions:**

Essential and other important responsibilities and duties may require maintaining physical condition Necessary for sitting, standing, or walking for prolonged periods of time; general manual dexterity.